

## Training

# Quick Reference Card - Create a Web site with FrontPage

## Plan your Web site

1. Determine goal.
  - Make it specific, if necessary.
  - Keep it short and focused.
  - Know your audience.
2. Sketch site structure.
3. Sketch a common page layout.

## Find a Web server

To find a Web server, do one of the following:

If you want your site on the World Wide Web, search for a Web site hosting company using your favorite search engine.

Or, go to the [Locate a Web Presence Provider](#) Web site.

If you want your site on your company's intranet, then your IT department may have a server you can use. It's also possible that your very own computer could be configured as a Web server. For details, you'll want to consult your IT department, your manager, or the nearest computer guru.

## Get server details

Once you've found a server for your site, make sure to get the following information before you start designing your site:

**URL** For example: `http://www.adventure-works.com`

**Correct file name for your home page** `index.htm`, `index.html`, `default.htm`, or `default.html`

**Publishing destination** `http://` path or `ftp://` path


**User name and password**

**Server restrictions** File size limit? Other restrictions?

## Create a Web site


If you made a Web site using a third-party program (for example, Macromedia® Dreamweaver® or HomeSite™), you can convert that Web site to a Microsoft FrontPage® Web site by clicking the **Open Site** command on the **File** menu. If you need to start from

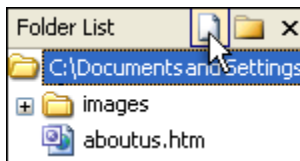
scratch, the following steps will guide you through the process.


1. On the **File** menu, click **New**.
2. In the **New** task pane, click either **One page Web site** or **More Web site templates**.
3. If you want a Web site based on a pre-made template, choose a template on the left. You can also choose the **Empty Web Site** template if you don't need a pre-made Web site.
4. Do one of the following:
  - To create a new disk-based site, click the **Browse** button. Browse to a location on your computer where you want to store the Web site. When you've found the location you want, click the **Create New Folder** button , type a name for the Web site, and then click **OK**. Click the **Open** button, and then click **OK**.
  - To create a server-based site, type the URL for the new Web site in the **Specify the location of the new Web site** box, and then click **OK**. Note that a server-based site can only be created on a Web server running FrontPage Server Extensions from Microsoft or Microsoft SharePoint® Services.

## How to quickly create a Web page


Create a new Web page, and give it a layout

1. Along the left side of your screen should be the **Folder List**. It shows all the files and folders in the site. (If the **Folder List** isn't visible, click the **Toggle Pane** button )
2. At the top of the **Folder List**, click the **New Page** button.



3. Name the new page, and then press ENTER.
4. Double-click the new page to open it.
5. Now close the **Folder List** to give yourself more room. To close the **Folder List**, click the **Toggle Pane** button .
6. Now make sure that the **Layout Tables and Cells** task pane is open on the right. If you don't see it, click **Layout Table and Cells** on the **Table** menu.
7. At the bottom of the task pane is a list of layouts to choose from. Click a layout to apply it to the page.

Modify the layout

1. If you'd like, you can change the alignment of the layout. In the **Layout Tables and Cells** task pane, under **Table Properties**, click the **Align Center** button .
2. Before changing the size of the layout, make sure to select the **Auto-scale cells with table** check box in the **Layout Tables and Cells** task pane. When you resize a table, this setting will allow you to automatically resize the cells

inside as well.

3. Now you'll resize the layout table to suit your design. In the **Width** box, type a value in pixels, and then press ENTER. Do the same in the **Height** box.

## Add an image

1. Click inside a cell.
2. On the **Insert** menu, point to **Picture**, and then click **From File**.
3. At the top of the dialog box, click the **Look in** box, to expand it.
4. Then browse your computer to find the picture.
5. Click the picture, and then click the **Insert** button.

## Add text

To add text, you can type or copy and paste from other files or programs. Or, you can import text from a Microsoft Word document.

1. On the **Insert** menu, click **File**.
2. At the bottom of the dialog box, click the **Files of type** box to expand it, and then click **Word 97-2003 (\*.doc)** in the list.
3. Locate the document on your computer.
4. Double-click the Word document to import the text.

## Insert a hyperlink

1. Select either text or a picture.
2. On the **Insert** menu, click **Hyperlink**.
3. On the left, click **Existing File or Web Page**.
4. Select a page, and then click **OK**.

## Add a background to the page

1. On the **File** menu, click **Properties**.
2. Click the **Formatting** tab.
3. Select the **Background picture** check box, and then click the **Browse** button.
4. Locate an image file on your computer.
5. Select the image, and then click **Open**.
6. Click **OK**.

## Add a background image that is not tiled across the page

1. On the **Format** menu, click **Style**.
2. In the lower-left area of the dialog box, under **List**, make sure that **HTML tags** is selected.
3. In the **Styles** list, double-click **body**.
4. Click the **Format** button, and then click **Border** in the list.
5. Click the **Shading** tab.
6. In the **Background picture** box, type the path to the picture.
7. Select **no-repeat** in the **Repeat** list.
8. Click **OK** three times.

## Additional information

### More information about using tables for page layout

This course only touched the tip of the iceberg when it comes to using HTML tables for page layout. See these other training courses for more in depth information:

Course	What you'll learn
<a href="#">HTML Tables I: Basic concepts</a>	Table basics: How to insert a simple HTML table, what table tags are like, and how to change table properties
<a href="#">HTML Tables II: Table and cell widths</a>	More basics: How HTML table and cell widths work, and how to make them look the way you want
<a href="#">HTML Tables III: Design a page with layout tables</a>	The fun stuff: How to use layout tables to design a page, and how to use a tracing image to start your layout
<a href="#">HTML Tables IV: Format and touch up a page layout</a>	Finishing touches: How to format a layout table, how to add color, style, and finesse like a pro, and how to make your table stretch

### Other page layout techniques

You can also use layers for page layout. Frames is another technique you can use as well. Check out the following for more information:

[Layers](#)

[Frames](#)

### More information on styles

If you would like to learn more about customizing your pages with cascading style sheets, check out these resources:

[About styles](#)

[Create a cascading style sheet](#)

[Add a style to a cascading style sheet](#)

[Link to an external cascading style sheet](#)

[Apply a style](#)